


MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology  
Deputy to the DCI for the Intelligence  
Community  
Deputy to the DCI for National Intelligence  
Officers  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller

SUBJECT : Computer Contingency Planning

1. The Director of Joint Computer Support has undertaken the development of a disaster contingency plan for the computer centers within the Headquarters Building. This planning effort is based on the condition that the computer facilities would be inoperable for an indeterminate period of time and would include the possible destruction of files located in the centers.

2. Preliminary to developing a systematic disaster plan, identification of those computer program systems that are critical to the mission of the Agency must be made. To establish the minimum computer power and configuration required, key characteristics of the programming systems must be known. This system documentation would include incidence of computer runs required, computer job processing resources, and input/output file characteristics.

3. To derive this basic information for the backup plan, you are asked to inventory all projects within your organization critical to the Agency's mission that use the Headquarters computer facilities. Please fill out the attached form for each critical system and return to the Director of Joint Computer Support by 5 December 1974.

  
John F. Blake  
Deputy Director  
for  
Administration

Attachment: Project Form

cc: AO/DCI  
DDA ADP Control Officer

Project Name \_\_\_\_\_

Project Number \_\_\_\_\_

Project Leader \_\_\_\_\_

OJCS Contact \_\_\_\_\_

Number of Programs \_\_\_\_\_

Backup Space Required

# of Bytes \_\_\_\_\_

Programs

Load Modules

Source Modules

Data Files

# of Bytes Tape or Disk

Machine Requirements

Computer System  
(Batch, Interactive, GIMS, etc.)

Run Incidence  
(Daily, weekly, etc.)

Amt CPU Time/Run

Amt Memory/Run

# Disk Drives Required

# Tape Drives Required

# Terminals Required

Special Equipment (List)  
(optical char reader, plotter, etc.)

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Maximum turnaround (hours)

Describe current backup/recovery capabilities (if any):

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